

PROCEDURE AND FEES REQUIRED

1. PETITION: The Village Board of Trustees, the Plan Commission, the owner of a property or his authorized agent may file a petition with the Village of Wheeling.

If the property is larger than two (2) acres, an application must be filed with the North Cook County Soil and Water Conservation District:

Suite 140
244 East West Court
Palatine IL 60067

Along with the completed petition form, the petitioner must submit proof that he has applied to the conservation District.

2. FEES FOR A VARIATION, REZONING OR SPECIAL USE: A fee of \$360 is required (check payable to the Village of Wheeling) when a petition is submitted. The fee includes \$150 for the initial fee (which is not refundable), \$150 cost deposit for expenses and \$60 deposit for a notice sign which must be posted on the subject property. The unused portion of the cost deposit will be returned to the petitioner but if the expenses exceed the cost deposit, the petitioner will be billed.
3. FEE FOR A VARIATION FOR REMODELING OR THE CONSTRUCTION OF GARAGES OR FENCES ON ANY PARCEL OF PROPERTY WHICH HAS BEEN ZONED FOR A SINGLE-FAMILY RESIDENCE: \$15 for the initial fee (which is not refundable), \$35 cost deposit, and \$60 deposit for a notice sign which must be posted on the property. The unused portion of the cost deposit will be returned to the petitioner but if the expenses exceed the cost deposit, the petitioner will be billed.
4. REVIEW: The Community Development Department will review all petitions to determine whether they conform to the codes and ordinances of the Village. A written report will be made to the Plan Commission or the Zoning Board of Appeals.
5. PUBLIC NOTICE: The Community Development Department will publish a Notice of Public Hearing in a local newspaper 15-30 days prior to the hearing. The petitioner will be mailed a copy of the notice prior to the publishing date.
6. SIGN: The petitioner will be mailed a sign instruction form telling when and where to pick up the sign. It is the petitioner's responsibility to post the sign on the subject property in full view of passing motorists. The petitioner must file a signed and notarized affidavit with the Community Development Department that the sign was posted at least 15 days prior to the date of the hearing.
7. PUBLIC HEARING: The Plan Commission or the Zoning Board of Appeals will hear all evidence and testimony by the petitioner and any objectors at the public hearing, then vote either to recommend granting or denying the petition.
8. COURT REPORTER: The Village of Wheeling does not provide services for a court reporter at the Plan Commission or Zoning Board of Appeals' public hearings. Any petitioner wishing to have a court reporter present may do so at his own expense.
9. VILLAGE BOARD ACTION: The appropriate Commission and the Community Development Department's recommendations will be forwarded to the Village Manager who schedules the petitioner's docket on a Village Board of Trustees' regular board meeting. The Board will vote to deny or approve the petition. After the Board votes to pass the ordinance, the petition is granted. The petitioner can then apply for a building permit.

NOTE: THE VILLAGE BOARD OF TRUSTEES MEETS THE FIRST AND THIRD MON-DAYS OF EACH MONTH.